

Interagency Wildland Fire Records Project Team
Presents

***Managing Fire Records in Support of
National Fire Policy***

When: May 19-20, 2004

Where: Daniel Boone National Forest

London, KY 40391

Time: May 19 8:00 a.m. – 4:30 p.m.

May 20 8:00 a.m. – 12:00 p.m.

Who should attend: Fire Managers (FMO's, fire planners, fire ecologists, IMT members) Fire management support staff; also all administrative personnel who handle fire records, and any other interested individuals.

Cost: FREE

What you will learn: Fire managers will learn how to make their fire management and fire history records more accessible for fire planning and how to protect them for the future. After the two-day course participants will have a clear understanding of how to manage fire incident management records under the new national guidelines and distinguish between those records that can be destroyed after a period of time and those containing historically valuable information that must be maintained permanently. Participants will learn how they can securely store their fire records at the Federal Records Center and go through the steps necessary to prepare records for transfer. They will also learn how to retrieve a file(s) or a box(s) when needed.

To Register: Send all registration to: randy.jones@nara.gov.